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Reconciliations

All Clearing Accounts should be reconciled monthly. This includes Credit Cards, Parole and Probation (P&P), Central Collection Unit (CCU), Chargeback, Judgment Liens and E-Recording. Each one of these clearing accounts have two account codes with the exception of Judgment Liens and E-Recording, which have just one account code. When there are two accounts, one account code is used to record the receipt of funds, and the other is used to record the allocation. These accounts should net to zero monthly. If there are any remaining balances, they should be identified and accounted for. At the end of the fiscal year, all clearing accounts must have a zero balance. Accruals may be necessary for balances that have proper documentation.

For reconciling any of the clearing accounts, the Ledger Activity Report should be used. This report will show both the receipt and allocation accounts.

Recon 1: Credit Cards – Credit Cards are processed on a daily basis from MDEC File and Serve and/or Over the Counter, RCS or UCS in GEARS. **Due to the urgency of identifying any missing credit card transactions, these reconciliations should be completed daily.**

Below are queries, reports and steps to assist in the reconciliation process. Should you have any questions with reconciling or processing the Credit Card FARS, please contact DBF or put in a Service Now ticket.

A. Part 1: Confirm your Credit Card FAR report from GEARS matches your Credit Card Register report from the applicable register system (MDEC, RCS, etc.).

I. MDEC – File & Serve and Counter Credit Card Sales – these should be under the heading of *Non-Cash Deposited Transactions*.

Deposit Date	01/31/2018	Reference No.	003581
Location	Calvert Circuit Court		
Cash Deposited Transactions			
Cash			
Cash (7)	Denise Eller - Till		36.00
			<u>36.00</u>
Check			
Check (6)	Denise Eller - Till		104,575.00
			<u>104,575.00</u>
Total Cash Deposit			<u>104,611.00</u> ✓
Non-Cash Deposited Transactions			
Credit			
Credit Card (2)	Denise Eller - Till		170.00
Credit Card (7)	File and Serve Till		1,031.00
			<u>1,201.00</u> ✓
Other			
Stars			0.00
			<u>0.00</u>
Total Non-Cash Deposit			<u>1,201.00</u>

Handwritten note in yellow box: counter credit and file + serve credit breakdown. An arrow points from the note to the Credit Card (2) and Credit Card (7) rows.

II. RCS – Credit Card Sales – Use either your *Drawer Balance Report* or *Credit-CCU Register Report*. (Below is the Drawer Balance Report.)



Drawer Balance Report MDJ

Printed: 20 Feb 2018, 12:42 PM
User: nathan_smith

Reset: 266002 - Wed 31 Jan 18 04:18 PM,
265991 - Wed 31 Jan 18 04:18 PM,
266021 - Wed 31 Jan 18 04:24 PM,
266005 - Wed 31 Jan 18 04:20 PM
Location: CC0701 - Calvert County

Location Group: Circuit Court

Media in Drawer:	Transaction Count	Amount
CRD-Credit	4	\$175.00
REV-Cash	4	\$72.80
REV-Check BOA	46	\$359,589.80
Total:	54	\$359,836.80
Total Media:		\$359,836.80

- III. **GEARS Credit Card FAR Report** – The total for this report should equal the total of all your Credit Card Sales for the applicable Z-date. In this case, the \$1,201.00 MDEC amount and the \$175.00 RCS amount would be added together for a total of \$1,376.00. This amount should be the total on the Credit Card FAR Report.



Credit Card Fund Allocation Report

Bank: 04 BOA Revenue
Control #: 003581
Business unit: Calvert County Circuit Court
Location: Calvert County Circuit Court

Printed: 01-FEB-2018
Deposit Date: 31-JAN-2018

Verified By: *Jacqueline Hawkins*

PCA	ACCOUNT	AMOUNT	DESCRIPTION
04010	5466	\$80.00	General Fund
04010	7536	\$395.00	Civil Cases
04030	6234	\$131.00	Imp. Fund Surcharge
04270	9588	\$150.00	Local Revenue - Receipts
04290	9591	\$100.00	Sundry - Receipts
04370	7517	\$220.00	Maryland Legal Services
04390	7520	\$206.00	Forclosure Mediation
		\$1,376.00	Total Deposited

- B. **Part 2: Confirm the credit card payments received by the state balance to your GEARS Credit Card FAR report. Settlement dates on credit cards are usually within 2 to 3 days. However, American Express credit card payments may take an extra day to be received.**

Note: *If you are accepting credit cards for the first time, DBF needs to establish the account with the State Treasurer Office first. Therefore, the first couple of payments will not be reflected in the query. DBF will notify you via e-mail on any payments received and when the account has been established, at which point you can start using the query.*

- I. **AOC_CREDIT_CARD_PAYMENTS** – This query is the gross payment received from the State Treasurer for your court for a particular processing date.
- i. Enter the payment date (i.e. 02/06/2018) and your Batch Agency in the PCA prompt (i.e 04). This query will need to be run for more than one date if you have both File & Serve and counter credit cards on the same day. See below where the same query was also run with a processing date of 02/05/2018.
 - ii. The File and Serve payments come from PAYMENTECH and may be received on different dates than your credit card counter sales. See below where File and Serve payments were processed on Feb. 6, 2018 for \$1,031.00.

AOC_CREDIT_CARD_PAYMENTS - Credit Card Payments Received

Processed Date

PCA (Blank for all)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

XAction Date	AOC Company				Eff Date					Total Amt
02/06/2018	PAYMENTECH		1020401225	CCD TRANSFER	02/02/2018	02100002	22	05200163	00000003938704459	1031.00

- iii. The counter credit card payments are received from BOFA Merch Svc, excluding American Express. See below where the counter credit cards payments were processed on 2/5/2018 for \$345.00

AOC_CREDIT_CARD_PAYMENTS - Credit Card Payments Received

Processed Date

PCA (Blank for all)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

XAction Date	AOC Company				Eff Date					Total Amt
1 02/05/2018	PAYMENTECH		1020401225	CCD TRANSFER	02/01/2018	02100002	22	05200163	00000003938704459	700.00
2 02/05/2018	AMERICAN EXPRESS	PAYMENT DATE 18032	1134992250	CCD SETTLEMENT	02/01/2018	09100001	22	05200163	00000003938704459	970.00
3 02/05/2018	BOFA MERCH SVCS	C4	941687665B	CCD DEPOSIT	02/01/2018	05300019	22	05200163	00000003938704459	345.00

- iv. Lastly, confirm the amounts received match to your GEARS Credit Card FAR report. In this example: Paymentech = \$1,031.00 and BOFA = \$345.00 totaling \$1,346.00, which matched the 1/31/2018 GEARS Credit Card FAR Report.

OTC - EOM Clearing Account Reconciliations

- II. If the state bank payments **DO NOT MATCH** to your GEARS Credit Card FAR Report. The below query will provide you with a list of all credit card transactions for a specified date or range of dates. This query is the detail for your Credit Card FAR report and can be used to identify potentially missing payments.

- III. AOC_BI_CREDIT_PYMTS: This is the detail of credit card transactions for one particular day or a range of dates.
 - i. **Business Unit** : Enter your JUDXX
 - ii. **Invoice Dates** : Enter the Deposit Dates (z-dates)

AOC_BI_CREDIT_PYMTS - credit card bills by bu and da

Business Unit

Invoice Date From 

Invoice Date To 

- IV. Run to Excel or to HTML and download to Excel.
 - i. Sum the Amount Field.
 - ii. Attempt to determine which charge(s) did not receive a corresponding payment.

A	B	C	D	E	F	G	H	I	J
Unit	Charge Code	Descr	Invoice	Date	Pay Method	Receipt Number	PCA	Account	Amount
JUD04	ODY-1300	Filing Fee	0012172825	01/31/2018	CRD	04-2018-00000323	04010	7536	80.00
JUD04	ODY-1300	Filing Fee	0012172834	01/31/2018	CRD	04-2018-00000324	04010	7536	80.00
JUD04	ODY-1300	Filing Fee	0012172833	01/31/2018	CRD	04-2018-00000320	04010	7536	80.00
JUD04	RCS-2599	Marriage License App	0012172876	01/31/2018	CRD	9773001	04270	9588	45.00
JUD04	RCS-2599	Marriage License App	0012172876	01/31/2018	CRD	9773001	04010	5466	5.00
JUD04	RCS-2599	Marriage License App	0012172876	01/31/2018	CRD	9773001	04270	9588	5.00
JUD04	RCS-2599	Marriage License App	0012172862	01/31/2018	CRD	9772119	04270	9588	5.00
JUD04	RCS-2599	Marriage License App	0012172860	01/31/2018	CRD	9771052	04270	9588	45.00
JUD04	RCS-2599	Marriage License App	0012172862	01/31/2018	CRD	9772119	04010	5466	5.00
JUD04	RCS-2599	Marriage License App	0012172862	01/31/2018	CRD	9772119	04270	9588	45.00
JUD04	RCS-2599	Marriage License App	0012172860	01/31/2018	CRD	9771052	04270	9588	5.00
JUD04	RCS-2599	Marriage License App	0012172860	01/31/2018	CRD	9771052	04010	5466	5.00
JUD04	RCS-2606	Marriage Lic Replacement Rei	0012172865	01/31/2018	CRD	9773758	04010	5466	10.00
									1376.00

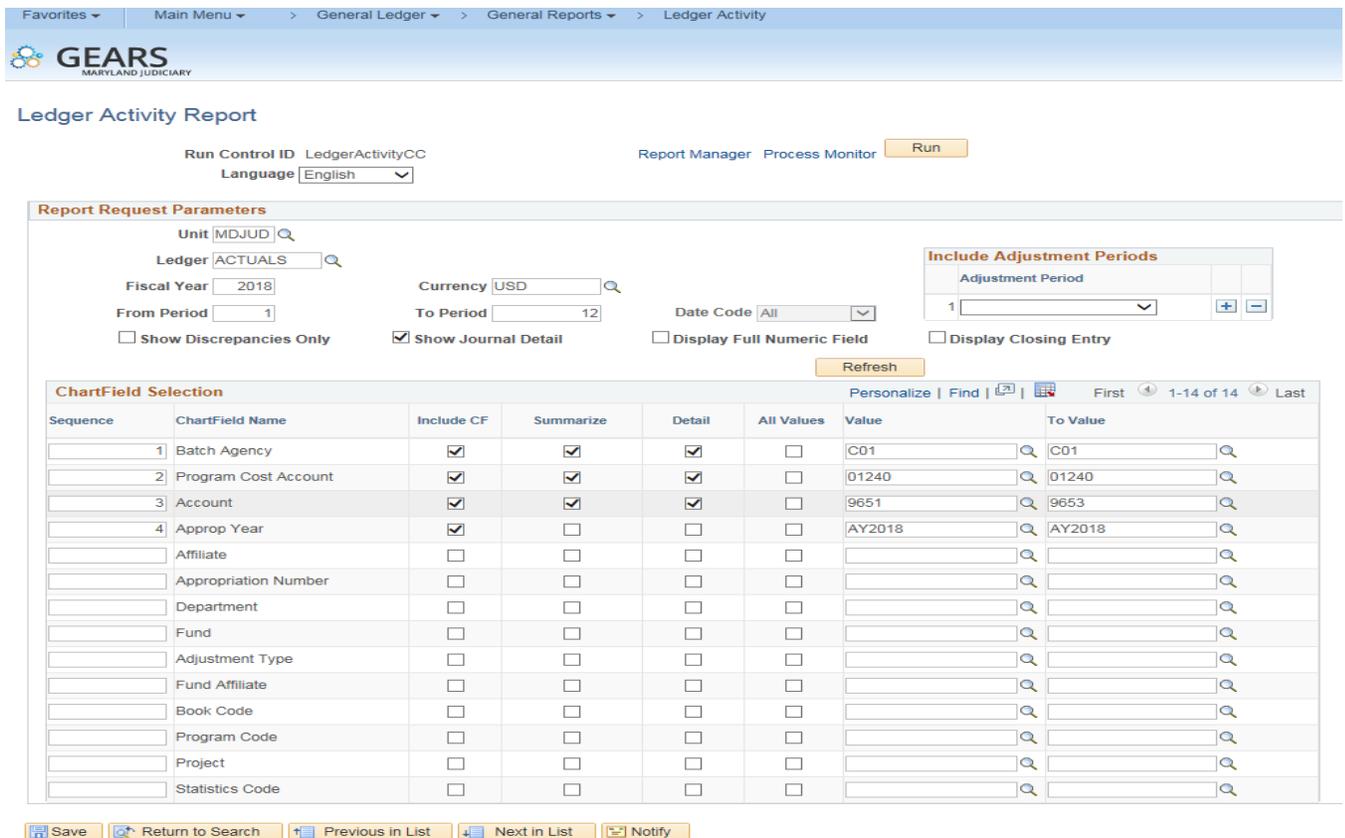
Note: Should you have any questions with reconciling or processing the Credit Card FARS, please contact DBF or put in a Service Now ticket.

End of the Credit Card Reconciliation Process

Recon 2: Parole and Probation – Monthly DBF sends the Parole and Probation excel spreadsheet showing the receipt of funds to the courts/field offices. DBF records the receipt of funds via GEARS to account 9651. Funds are allocated and/or refunded back to Parole and Probation using account 9653. The balances from account 9651 and 9653 should net to zero.

A. Run the Ledger Activity Report

- a. **Unit:** MDJUD
- b. **Ledger:** ACTUALS
- c. **Fiscal Year:** 20xx
- d. **Period From and To Period:** Enter 1 To Period 12
- e. **Check the Show Journal Detail Box**
- f. **Batch Agency:** Cxx
- g. **PCA From and PCA To:** xx240
- h. **Account From and Account To:** 9651 to 9653
- i. **Approp Year:** AYxxxx



Run Control ID LedgerActivityCC Report Manager Process Monitor Run

Language English

Report Request Parameters

Unit MDJUD Ledger ACTUALS Fiscal Year 2018 Currency USD From Period 1 To Period 12 Date Code All

Show Discrepancies Only Show Journal Detail Display Full Numeric Field Display Closing Entry

Refresh

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Batch Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C01	C01
2	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01240	01240
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9651	9653
4	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2018	AY2018
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Previous in List Next in List Notify

B. Open the Report from the View/Log Trace – PDF

Report ID: GLS7002
 Bus. Unit: MDJUD--Administrative Office of Court
 Ledger: ACTUALS -- Actuals Ledger
 Ledger Code: --
 For Fiscal Year 2018 Period 1 to 12
 Batch Agy: C01 to C01 PCA: 01240 to 01240 Account: 9651 to 9653 Approp Yr: AY2018 to AY2018 Currency Code: USD Date Code 0

PeopleSoft GL
 GENERAL LEDGER ACTIVITY
 Page No. 1
 Run Date 11/06/2017
 Run Time 06:34:14

Cur	Journal Date	Journal ID	Seq	Line	Batch	Agy	PCA	Account	Debit	Credit	Balance
USD	Beginning Balance:				C01		01240	9651			0.00
	08/02/2017	0000154583	1	C01			01240	9651	0.00	3,210.84	
	08/29/2017	0000157149	1	C01			01240	9651	0.00	537.50	
										Period 2 Total:	< 3,748.34>
	10/03/2017	0000159577	1	C01			01240	9651	0.00	1,394.35	
	10/27/2017	0000161472	1	C01			01240	9651	0.00	3,797.41	
										Period 4 Total:	< 5,191.76>
USD	Total Activity:				C01		01240	9651		<	8,940.10>
	Ending Balance:									<	8,940.10>
USD	Beginning Balance:				C01		01240	9653			0.00
	08/03/2017	BPNP154901	18	C01			01240	9653	2,372.84	0.00	
										Period 2 Total:	2,372.84
	09/01/2017	BPNP157446	18	C01			01240	9653	537.50	0.00	
										Period 3 Total:	537.50
	10/06/2017	BPNP160034	18	C01			01240	9653	1,394.35	0.00	
	10/12/2017	0000160401	1	C01			01240	9653	8.00	0.00	
	10/12/2017	0000160402	1	C01			01240	9653	535.00	0.00	
	10/12/2017	0000160407	1	C01			01240	9653	295.00	0.00	
										Period 4 Total:	2,232.35
USD	Total Activity:				C01		01240	9653			5,142.69
	Ending Balance:										5,142.69

C. To see the list of transactions from Billing, run the AOC_BI_PNP_PYMTS query, which should match the total amount recorded on the Ledger Activity Report to account 9653 and the total on the PNP FAR.

AOC_BI_PNP_PYMTS - PNP bills by bu and da

Business Unit

Invoice Date From

Invoice Date To

Unit	Invoice	Date	Pay Method	Receipt Number	PCA	Account	Amount
JUD13	0010988150	09/05/2017	PNP	1700008661	13350	7523	2.50
JUD13	0010988145	09/05/2017	PNP	1700008656	13330	7521	22.50
JUD13	0010988150	09/05/2017	PNP	1700008661	13330	7521	22.50
JUD13	0010988150	09/05/2017	PNP	1700008661	13320	7542	20.00
JUD13	0010988150	09/05/2017	PNP	1700008661	13010	7539	65.00
JUD13	0010988146	09/05/2017	PNP	1700008657	13350	7523	2.50
JUD13	0010988146	09/05/2017	PNP	1700008657	13270	9588	20.00
JUD13	0010988146	09/05/2017	PNP	1700008657	13330	7521	22.50
JUD13	0010988144	09/05/2017	PNP	1700008655	13350	7523	2.50
JUD13	0010988144	09/05/2017	PNP	1700008655	13330	7521	15.50
JUD13	0010988144	09/05/2017	PNP	1700008655	13270	9588	20.00
JUD13	0010988147	09/05/2017	PNP	1700008658	13270	9588	10.00
JUD13	0010988147	09/05/2017	PNP	1700008658	13010	7539	80.00
JUD13	0010988148	09/05/2017	PNP	1700008659	13350	7523	2.50
JUD13	0010988148	09/05/2017	PNP	1700008659	13330	7521	3.50
JUD13	0010988149	09/05/2017	PNP	1700008660	13350	7523	2.50
JUD13	0010988149	09/05/2017	PNP	1700008660	13270	9588	20.00
JUD13	0010988149	09/05/2017	PNP	1700008660	13330	7521	22.50
JUD13	0010988149	09/05/2017	PNP	1700008660	13320	7542	20.00
JUD13	0010988149	09/05/2017	PNP	1700008660	13010	7539	80.00
JUD13	0010988145	09/05/2017	PNP	1700008656	13270	9588	1.00
JUD13	0010988145	09/05/2017	PNP	1700008656	13350	7523	2.50
JUD13	0010988145	09/05/2017	PNP	1700008656	13010	7539	17.00
JUD13	0010988145	09/05/2017	PNP	1700008656	13320	7542	20.00
JUD13	0010988150	09/05/2017	PNP	1700008661	13270	9588	20.00

Helpful hints: If you are out of balance, verify that any refunds have been processed. If they have not been completed, the necessary journal adjustment(s) will need to be completed and sent to DBF for processing.

End of the Parole and Probation reconciliation process.

Recon 3: Central Collection Unit – Monthly DBF sends the Central Collection Unit excel spreadsheet showing the receipt of funds to the courts/field offices. DBF records the receipt of funds via GEARS to account 5467. Funds are allocated and/or refunded back to Central Collection Unit using account 5468. The balances from account 5467 and 5468 should net to zero.

A. Run the Ledger Activity Report

- a. **Unit:** MDJUD
- b. **Ledger:** ACTUALS
- c. **Fiscal Year:** 20xx
- d. **Period From and To Period:** Enter 1 To Period 12
- e. **Check the Show Journal Detail Box**
- f. **Batch Agency:** Cxx
- g. **PCA From and PCA To:** xx010
- h. **Account From and Account To:** 5467 to 5468
- i. **Approp Year:** AYxxxx

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [General Reports](#) > [Ledger Activity](#)


GEARS
 MARYLAND JUDICIARY

Ledger Activity Report

Run Control ID [Leader_Activity](#) Report Manager Process Monitor [Run](#)
 Language [English](#)

Report Request Parameters

Unit [MDJUD](#)
 Ledger [ACTUALS](#)
 Fiscal Year [2018](#) Currency [USD](#)
 From Period [1](#) To Period [12](#) Date Code [All](#)
 Show Discrepancies Only Show Journal Detail Display Full Numeric Field Display Closing Entry

Include Adjustment Periods
 Adjustment Period: [1](#)

[Refresh](#)

ChartField Selection		Personalize Find Print First 1-14 of 14 Last					
Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Batch Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C01	C01
2	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01010	01010
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5467	5468
4	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2018	AY2018
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Add](#) [Update/Display](#)

Open the Report from the View/Log Trace – PDF

Report ID: GLS7002
 Bus. Unit: MNJUD--Administrative Office of Court
 Ledger: ACTUALS -- Actuals Ledger
 Ledger Code: --
 For Fiscal Year 2018 Period 1 to 12
 Batch Agy: C01 to C01 PCA: 01010 to 01010 Account: 5467 to 5468 Approp Yr: AY2018 to AY2018 Currency Code: USD Date Code 0

PeopleSoft GL
 GENERAL LEDGER ACTIVITY
 Page No. 1
 Run Date 12/04/2017
 Run Time 10:34:16

Cur	Journal Date	Journal ID	Seq	Line	Batch	Agv	PCA	Account	Debit	Credit	Balance
USD	Beginning Balance:						C01	01010 5467			0.00
	08/08/2017	0000155193	1				C01	01010 5467	0.00	505.78	505.78>
									Period 2 Total:	<	
	09/11/2017	0000157960	1				C01	01010 5467	0.00	112.00	112.00>
									Period 3 Total:	<	
	10/04/2017	0000159679	1				C01	01010 5467	0.00	452.95	452.95>
									Period 4 Total:	<	
	11/06/2017	0000162180	1				C01	01010 5467	0.00	258.29	258.29>
									Period 5 Total:	<	
USD	Total Activity:						C01	01010 5467		<	1,329.02>
	Ending Balance:									<	1,329.02>
USD	Beginning Balance:						C01	01010 5468			0.00
	08/08/2017	BCCU155380	15				C01	01010 5468	499.97	0.00	
	08/10/2017	0000155494	1				C01	01010 5468	5.81	0.00	
									Period 2 Total:		505.78
	09/13/2017	BCCU158193	5				C01	01010 5468	112.00	0.00	
									Period 3 Total:		112.00
	10/11/2017	BCCU160309	14				C01	01010 5468	452.95	0.00	
									Period 4 Total:		452.95
	11/09/2017	BCCU162607	6				C01	01010 5468	264.10	0.00	
									Period 5 Total:		264.10
USD	Total Activity:						C01	01010 5468			1,334.83
	Ending Balance:										1,334.83

B. To see the list of transactions from Billing run the AOC_BI_CCU_PYMTS query, which should match the total amount recorded on the Ledger Activity report to account 5468 and the total on the CCU FAR.

AOC_BI_CCU_PYMTS - CCU bills by bu and da

Business Unit

Invoice Date From 

Invoice Date To 

OTC - EOM Clearing Account Reconciliations

Unit	Invoice	Date	Pay Metho	Receipt Number	Charge No	PCA	Account	Amount
JUD1:0011041593		09/11/2017	CCU	1700008865	UCS-1209	13010	5466	10.00
JUD1:0011041593		09/11/2017	CCU	1700008865	UCS-1265	13370	7537	55.00
JUD1:0011041595		09/11/2017	CCU	1700008867	UCS-1143	13010	7539	16.60
JUD1:0011041594		09/11/2017	CCU	1700008866	UCS-1604	13030	6234	0.73
JUD1:0011041594		09/11/2017	CCU	1700008866	UCS-1129	13010	7536	25.00
JUD1:0011041593		09/11/2017	CCU	1700008865	UCS-1101	13010	7536	80.00

Helpful hints: *If you are out of balance, verify that any refunds have been processed. If they have not been completed, the necessary journal adjustment(s) will need to be completed and sent to DBF for processing.*

End of the Central Collection Unit reconciliation process.

Recon 4: Chargeback – Throughout the month, DBF sends Return Check Transmittals and Chargeback notifications to the courts/field offices. At the end of each month, DBF records returned checks via GEARS to account 9651. Funds should be adjusted by the courts to account 9652. The balances from accounts 9651 and 9652 should net to zero.

A. Run the Ledger Activity Report

- a. **Unit:** MDJUD
- b. **Ledger:** ACTUALS
- c. **Fiscal Year:** 20xx
- d. **Period From and To Period:** Enter 1 To Period 12
- e. **Check the Show Journal Detail Box**
- f. **Batch Agency:** Cxx
- g. **PCA From and PCA To:** xx990
- h. **Account From and Account To:** 9651 to 9652
- i. **Approp Year:** AYxxxx

Report Request Parameters

Run Control ID: Leader_Activity Report Manager Process Monitor **Run**

Language: English Process Instance: 1488062

Unit: MDJUD
 Ledger: ACTUALS
 Fiscal Year: 2018 Currency: USD
 From Period: 1 To Period: 12 Date Code: All

Show Discrepancies Only Show Journal Detail Display Full Numeric Field Display Closing Entry

Include Adjustment Periods
 Adjustment Period: 1

ChartField Selection

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Batch Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C01	C01
2	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01990	01990
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9651	9652
4	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2018	AY2018
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Notify Add Update/Display

B. Open the Report from the View/Log Trace – PDF

Cur	Journal Date	Journal ID	Seq	Line	Batch	Agry	PCA	Account	Debit	Credit	Balance
Report ID: GLS7002 Bus. Unit: MDJUD--Administrative Office of Court Ledger: ACTUALS -- Actuale Ledger Ledger Code: -- For Fiscal Year 2018 Period 1 to 12 Batch Agy: C01 to C01 PCA: 01990 to 01990 Account: 9651 to 9652 Approp Yr: AY2018 to AY2018 Currency Code: USD Date Code 0											
PeopleSoft GL GENERAL LEDGER ACTIVITY Page No. 1 Run Date 12/04/2017 Run Time 10:49:22											
USD	Beginning Balance:						C01	01990 9651			0.00
	08/31/2017	0000158067	1				C01	01990 9651	50.00		50.00
										0.00	50.00
										Period 2 Total:	50.00
USD	Total Activity:						C01	01990 9651			50.00
	Ending Balance:										50.00

USD	Beginning Balance:						C01	01990 9652			0.00
	09/07/2017	BJBC157777	7				C01	01990 9652	0.00		50.00
										50.00	<
										Period 3 Total:	<
										31.00	<
										Period 5 Total:	<
											31.00>
USD	Total Activity:						C01	01990 9652			<
	Ending Balance:										<
											81.00>
											81.00>
End of Report											

Helpful hints: If you are out of balance, verify that all adjustments have been processed. If they have not been completed, the necessary bill adjustment(s) will need to be entered.

End of the Chargeback reconciliation process.

Recon 5: Judgment Liens –Throughout the month, Judgement Liens are received from the various District Courts and are recorded and allocated using the same account 9654. The necessary adjustment(s) should be made when Judgement Liens are received and the account should have a zero balance once the adjustments(s) is processed.

A. Run the Ledger Activity Report

- a. Unit: MDJUD**
- b. Ledger: ACTUALS**
- c. Fiscal Year: 20xx**
- d. Period From and To Period:** Enter 1 To Period 12
- e. Check the Show Journal Detail Box**
- f. Batch Agency: Cxx**
- g. PCA From and PCA To: xx290**
- h. Account From and Account To: 9654**
- i. Approp Year: AYxxxx**

Favorites ▾ | Main Menu ▾ | General Ledger ▾ | General Reports ▾ | Ledger Activity


GEARS
 MARYLAND JUDICIARY

Ledger Activity Report

Run Control ID: Leader_Activity | Report Manager | Process Monitor | **Run**

Language: English ▾

Report Request Parameters

Unit: MDJUD | Ledger: ACTUALS | Fiscal Year: 2018 | Currency: USD | From Period: 1 | To Period: 12 | Date Code: All | Show Discrepancies Only: | Show Journal Detail: | Display Full Numeric Field: | Display Closing Entry:

Include Adjustment Periods | Adjustment Period: 1

Refresh

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Batch Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C01	C01
2	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01290	01290
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9654	9654
4	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2018	AY2018
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

| | | |
 |

B. Open the Report from the View/Log Trace – PDF

Report ID: GLS7002 PeopleSoft GL
 Bus. Unit: MNJUD--Administrative Office of Court GENERAL LEDGER ACTIVITY
 Ledger: ACTUALS -- Actuals Ledger Page No. 1
 Ledger Code: -- Run Date 12/04/2017
 For Fiscal Year 2018 Period 1 to 12 Run Time 10:59:47
 Batch Agy: C01 to C01 PCA: 01290 to 01290 Account: 9654 to 9654 Approp Yr: AY2018 to AY2018 Currency Code: USD Date Code 0

Cur	Journal Date	Journal ID	Seq	Line	Batch	Agy	PCA	Amount	Debit	Credit	Balance
USD	Beginning Balance:					C01	01290	9654			0.00
	11/06/2017	0000162178	1			C01	01290	9654	0.00	180.00	
	11/21/2017	BLNJ163389	5			C01	01290	9654	165.00	0.00	
	11/30/2017	0000163933	1			C01	01290	9654	0.00	15.00	
									Period 5 Total:	<	30.00>
USD	Total Activity:					C01	01290	9654		<	30.00>
	Ending Balance:									<	30.00>

End of Report

Helpful hints: *If you are out of balance, verify that all adjustments have been processed. If they have not been completed, the necessary adjustment(s) will need to be entered.*

End of the Judgment Liens reconciliation process.

Recon 6: E-Recording– E-Recording payments are received on a daily basis and are recorded and allocated using the same account 9595. At the end of each month, an adjustment is made allocating the funds to the proper accounts.

Note: If you are accepting E-Recording for the first time, DBF needs to establish the account with the State Treasurer Office first. Therefore, the first couple of payments will not be reflected in the query. DBF will notify you via e-mail on any payments received and when the account has been established, at which point you can start using the query.

A. Run the Ledger Activity Report

- a. **Unit:** MDJUD
- b. **Ledger:** ACTUALS
- c. **Fiscal Year:** 20xx
- d. **Period From and To Period:** Enter 1 To Period 12
- e. **Check the Show Journal Detail Box**
- f. **Batch Agency:** Cxx
- g. **PCA From and PCA To:** xx290
- h. **Account From and Account To:** 9595
- i. **Approp Year:** AYxxxx



Ledger Activity Report

Run Control ID Leader_Activity Report Manager Process Monitor [Run](#)

Language English

Report Request Parameters

Unit MDJUD

Ledger ACTUALS

Fiscal Year 2018 Currency USD

From Period 1 To Period 12 Date Code All

Show Discrepancies Only Show Journal Detail Display Full Numeric Field Display Closing Entry

[Refresh](#)

ChartField Selection Personalize | Find | First 1-14 of 14 Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Batch Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C06	C06
2	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06290	06290
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9595	9595
4	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2018	AY2018
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)



OTC - EOM Clearing Account Reconciliations

B. Open the Report from the View/Log Trace – PDF

Report ID: GLS7002
 Bus. Unit: MNJUD--Administrative Office of Court
 Ledger: ACTUALS -- Actuals Ledger
 Ledger Code: --
 For Fiscal Year 2018 Period 1 to 12
 Batch Agy: C06 to C06 PCA: 06290 to 06290 Account: 9595 to 9595 Approp Yr: AY2018 to AY2018 Currency Code: USD Date Code 0

PeopleSoft GL
GENERAL LEDGER ACTIVITY

Page No. 1
Run Date 12/04/2017
Run Time 11:51:44

Cur	Journal Date	Journal ID	Seq	Line	Batch	Agy	PCA	Account	Debit	Credit	Balance
USD	Beginning Balance:										
					C06		06290	9595			0.00
	07/03/2017	AR00152068	8	C06			06290	9595	0.00	8,880.00	
	07/05/2017	AR00152269	42	C06			06290	9595	0.00	270.00	
	07/06/2017	AR00152419	23	C06			06290	9595	0.00	890.00	
	07/07/2017	AR00152596	6	C06			06290	9595	0.00	960.00	
	07/10/2017	AR00152732	20	C06			06290	9595	0.00	900.00	
	07/11/2017	AR00152845	49	C06			06290	9595	0.00	2,445.00	
	07/12/2017	AR00152985	4	C06			06290	9595	0.00	1,175.00	
	07/13/2017	AR00153114	26	C06			06290	9595	0.00	1,110.00	
	07/14/2017	AR00153235	49	C06			06290	9595	0.00	870.00	
	07/17/2017	AR00153352	12	C06			06290	9595	0.00	1,408.32	
	07/18/2017	AR00153490	22	C06			06290	9595	0.00	3,695.00	
	07/19/2017	AR00153610	66	C06			06290	9595	0.00	1,636.25	
	07/20/2017	AR00153746	19	C06			06290	9595	0.00	3,390.00	
	07/21/2017	AR00153887	35	C06			06290	9595	0.00	3,125.00	
	07/24/2017	AR00154013	13	C06			06290	9595	0.00	5,355.00	
	07/25/2017	AR00154127	29	C06			06290	9595	0.00	3,158.75	
	07/26/2017	AR00154307	10	C06			06290	9595	0.00	3,724.75	
	07/27/2017	AR00154428	29	C06			06290	9595	0.00	2,192.50	
	07/28/2017	AR00154575	33	C06			06290	9595	0.00	8,220.95	
	07/31/2017	AR00154705	23	C06			06290	9595	0.00	580.00	
	07/31/2017	BJER154478	11	C06			06290	9595	45,626.52	0.00	
									Period 1 Total:	<	8,360.00>

End of the E-Recording reconciliation process.